



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

REPLY TO
ATTENTION OF

05-35-AMCPE-F
28 July 2005

AMCPE-F

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter - Reintegration of Personnel Following Prolonged Deployments

1. It is important that personnel returning from a prolonged deployment in support of the U.S. Army Materiel Command (AMC) missions be reintegrated as smoothly as possible. On 14 November 2003, the President authorized the granting of five days of administrative leave for military reservists returning from active duty. To afford AMC's assigned civilians and active duty military members a similar opportunity for spending time with family members and handling personal affairs which could not be accomplished while deployed, AMC has authorized up to three days of administrative leave or military pass time to be administered as indicated below. The granting of paid time off is in recognition of the sacrifices of AMC personnel who were subject to arduous conditions while deployed.

2. Upon receiving notification from an employee of his/her specific return date from deployment, the supervisor will grant the employee up to three days of administrative leave or up to a 48-hour military pass as applicable, immediately prior to the individual's actual resumption of assigned duties. The employee/military member is required to report for duty at the end of the administrative leave period or expiration of the military pass unless additional personal leave has been approved by his/her immediate supervisor. The administrative leave or military pass must be used in a single continuous period and may not be accumulated for use at a later date.

3. To ensure equitable application of administrative leave and/or military pass, the following amounts of time will be authorized:

Deployed (in-theater) 30 to 60 days: 1 duty day for civilian personnel
Regular (24-hour) pass for military personnel

Deployed (in-theater) 61 to 120 days: 2 duty days for civilian personnel
Special (48-hour) pass for military personnel

Deployed (in-theater) over 120 days: 3 duty days for civilian personnel
Special (72-hour) pass for military personnel

Deployment times detailed above are based on time in-theater (boots on the ground) only, and do not include time spent at the CONUS Replacement Center (CRC) or in a traveling status. The issuance of military passes must comply with the provisions of AR 600-8-10.

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4. Where this policy impacts on bargaining unit members' conditions of employment, activities are reminded to meet their statutory and contractual labor relations obligations.
5. Point of contact is AMC G-1 Field Support Division, (703) 806-9493 (DSN 656-9493).

//Signed//
BENJAMIN S. GRIFFIN
General, USA
Commanding

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